

**STATE OF MARYLAND/ST MARY'S COLLEGE OF MARYLAND
CORPORATE PURCHASING CARD PROGRAM WITH FOOD EXEMPTION
CARDHOLDER AGREEMENT**

I, _____, hereby request my Corporate Purchasing Card to be exempt from the prohibition of food purchases during my foreign study tour. As a cardholder, I agree to comply with the following terms and conditions related to the use of the card:

1. I understand that I am being delegated the authority to purchase supplies, food and services on behalf of St. Mary's College of Maryland using the State of Maryland Corporate Purchasing Card.
2. I agree that this card will be used for approved purchases only and, further, that I will not charge any personal purchases to this card. All purchases must be made in accordance with applicable laws, Code of Maryland Regulations (COMAR) Policies and Procedures, and the State of Maryland Corporate Purchasing Card Program Policy and Procedures Manual. I understand that my failure to follow established procedures may result in disciplinary actions against me, including loss of leave time, suspension and/or termination of employment, fine, and/or criminal prosecution.
3. I agree to return the card immediately upon suspension and/or termination (including retirement) or upon reassignment to another Agency or cost center. Also, I agree to return the card immediately upon request of my supervisor and that disciplinary actions referred to in paragraph 2 would also apply for failure to do so.
4. If the card is lost or stolen, I agree to immediately notify the Purchasing Card Program Administrator at (240) 895-2070.

REQUIRED INFORMATION:

- 1) Study Tour: _____
- 2) Current procurement card number: _____
- 3) Number of participants including (Student, Staff, Faculty): _____
- 4) Duration of Study Tour: Departing Date _____ Return Date _____
- 5) Amount of anticipated credit limit for trip: \$ _____

Employee's Signature/Date

Department/ Unit Head / Date

Procurement Card Program Administrator's

Agency Fiscal Officer's Signature/Date

